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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 4300.1A**  
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Request Notification of Change

 (NASA Only)

## **Subject: NASA Personal Property Disposal Procedural Requirements (Revalidated 2/17/06 with Change 1)**

**Responsible Office: Logistics Management Division**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [ALL](#) |

## **Chapter 1. Personal Property Disposal Responsibilities**

### **1.1. Background**

To obtain maximum utilization and to minimize the procurement of new items, each executive agency shall be responsible for making excess personal property available and shall establish and maintain an adequate system of property accountability. The system must ensure the prevention and detection of situations involving the nonuse, improper use, or unauthorized disposal or destruction of excess personal property received by the agency.

### **1.2. Agency Responsibility**

1.2.1. The Assistant Administrator for Institutional and Corporate Management is responsible for establishing NASA personal property utilization and disposal management policies and guidance and for assessing the effectiveness of implementation.

1.2.2. The Director of each NASA Center will appoint a Property Disposal Officer (PDO) to implement an effective personal property utilization and disposal management program.

1.2.3. If the Center elects to conduct its own sales of NASA-owned surplus or exchange/sale personal property, the Center Director shall appoint a "Sales Contracting Officer" which may be the PDO or other Government employee.

1.2.4. Each operating location will follow the procedures contained in this NPG and develop appropriate local procedures that conform to the requirements of the NPD 4300.1. The method used in disposal management by each Center is at the discretion of the PDO.

### **1.3. Deviations**

1.3.1. Any deviations to NASA guidelines will be authorized only when special circumstances identify such deviations as clearly in the best interest of the Government. Such NASA guideline deviations will be approved by the Center Supply and Equipment Management Officer (SEMO) and the PDO.

1.3.2. Any deviations to NASA guidelines that affect "safety" will be coordinated with the resident Center safety office.

1.3.3. Any deviations to Federal Governmentwide procedures or regulations which require other Federal agency officials' approval shall be submitted first for approval through the NASA Headquarters, Security, Logistics, Aircraft, and Industrial Relations Division, which will coordinate necessary approval from the appropriate other Federal agency (i.e. General Services Administration (GSA)).

### **1.4. Property Disposal Officer Designation**

1.4.1. The PDO, appointed by the Center Director, is responsible for the Center's screening, redistribution, and marketing activities of NASA-owned excess, surplus, and exchange/sale personal property. This includes transfer, exchange, sale, and abandonment or destruction of NASA-owned personal property, as well as acquiring other Federal agencies' excess personal property for NASA's use in order to reduce NASA's new procurement and infrastructure costs.

1.4.2. Notice of each Center's PDO designation will be forwarded to the NASA Headquarters, Director, Security, Logistics, Aircraft, and Industrial Relations Division, and will include the name of designee, mailing and electronic mail addresses, facsimile and telephone numbers.

## **1.5. Property Disposal Officer Responsibilities**

The following are responsibilities of the NASA PDO's:

1.5.1. Comply with all Federal Governmentwide personal property laws and regulations, including Federal Property Management Regulations and Defense Disposal Manual, and ensure that Center policies and procedures necessary to comply with this document are developed, implemented, and maintained.

1.5.2. Account for all property transferred to the NASA Financial Accounts 1810 and 1820. Provide monthly reports to the Financial Management Officer.

1.5.3. Complete a physical (total wall-to-wall, floor-to-ceiling) inventory at least once every 3 years of all property charged to the Financial Accounts 1810 and 1820. All reconciliations and adjustments to the inventory will be supported by documentation.

1.5.4. Ensure that all Center idle, excess, surplus, or exchange/sale personal property reflects the true condition code and is described, using a complete commercial description.

1.5.5. Ensure internal Agency screening, redistribution, and marketing activities of NASA-owned excess, surplus, and exchange/sale personal property.

1.5.6. Provide for required screening of all idle, excess, surplus, or exchange/sale personal property, including contractor-held and grantee-held, assuring adequate, secured warehouse or outside storage space if physical receipt is necessary.

1.5.7. Approve all abandon or destroy determinations and ensure that they are properly documented with written determinations of justifications and public notice (if required) in accordance with provisions of Federal Property Management Regulations, 41 CFR 101-45.9.

1.5.8. Approve (within delegation limits of Federal laws and regulations) authorized direct transfers of excess or surplus property to other NASA Centers, Federal agencies, and eligible donees.

1.5.9. Process GSA approved transfer requests and release the property to authorized Federal or donee representatives.

1.5.10. Interface with the Center's Environmental and/or Health and Safety Offices in disposing of all identified hazardous materials and hazardous waste, in accordance with existing Environmental Protection Agency regulations and local laws.

1.5.11. Interface with the local Safety Office or Program Office to ensure that any "hazard reports" on excess equipment are included in the transfer, as well as requiring the Program Office that releases the equipment to ensure that the equipment or hardware has been rendered safe.

1.5.12. Monitor the sales contract administration in selling NASA surplus or exchange/sale personal property to the public sector. Determine whether the GSA, for a fee, or NASA or NASA's agent will conduct sales. Ensure that NASA sales are in compliance, uniform, and protect the integrity of the Federal Government sales process. Ensure the use of Standard Form 114 series. Serve as the Center's Sales Contracting Officer, as appropriate.

1.5.13. Forward mistakes in bids under sales contracts to the SEMO for resolution at the local sales activity level, include local NASA legal counsel, as authorized by Federal Property Management Regulations, 41 CFR 101-45.803, before award and 101-45.804 after award. Sales mistakes that require determinations at "one central authority" at the Agency level without power of redelegation (reference Federal Property Management Regulations, 41 CFR 101-45.8) shall be referred to the NASA Headquarters, Manager of Warehousing and Disposal Programs.

1.5.14. Prepare foreign disposal cases for review by the Center's SEMO and forward cases to the International Relations Division, Office of External Relations, NASA Headquarters for final approval.

1.5.15. Participate in the Center's Recycle Program in accordance with Center internal procedures, ensuring maximum sale proceeds and maximum reduction of waste stream.

1.5.16. Implement and promote an effective Exchange/Sale property program to ensure maximum return of monies

to NASA to offset cost of replacement property.

1.5.17. For NASA or NASA's agent-conducted sales, establish a local reviewing authority and ensure approval of reviewing authority for each proposed sale award of (1) negotiated sale of surplus property of \$15,000 or more; (2) negotiated sale at fixed price of surplus or exchange/sale property of \$25,000 or more; and (3) competitive bid sale of \$100,000 or more (reference Federal Property Management Regulations, 41 CFR 101-45.304-6).

1.5.18. Interface with the Center Information Technology Security Manager and Organization Computer Security Official to ensure that copyrighted software licensed to NASA is transferred in accordance with any restrictions of the license or copyright. Ensure that storage media are erased by overwriting of media to prevent software and information with release restrictions from being released outside NASA.

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